

13 October 1947

MEMORANDUM FOR DEPUTY ASST DIRECTOR FOR OPERATIONS

Production of FDB Periodical Abstracts

1. Foreign Documents Branch Editorial Section has not had Periodical Abstracts on a "current" basis since inception of the project in mid-July.

2. Six factors have caused delay in publication of the abstracts.

a. Limited authorization from the Director contained in memorandum to the ADOO, dated 17 April 1947, subject Functions of the Documents Branch, OO, which states in paragraph 2, "DB is authorized to expand its operations...to include the abstracting of current foreign periodicals...to the extent only that such activities will not curtail its current or future requirements for processing documents other than foreign periodicals.

b. Top priority carried for ICF production, which supercedes work on Periodical Abstracts.

c. Shortage of personnel in FDB Editorial Section. The section is 12 under strength. This shortage requires a general shuffling of personnel among various duties in order to carry out the over-all mission of the unit and the Branch.

d. Shortage of personnel in CIA Reproduction Division.

e. Difficulties encountered by CIA Reproduction Division in using the printing method selected as the most satisfactory medium for reproduction (Duplimat or "paper plate"). Action has already been taken to resolve this.

f. Lack of a priority for Periodical Abstracts in CIA Reproduction Division.

3. Action along any one of the following lines would accelerate production of the abstracts:

a. Amendment of authorizing memo cited in 2 (a) above.

b. Assignment of a high priority to the Periodical Abstracts.

c. Establishment of a priority for the reproduction of the abstracts in CIA Reproduction Division.

d. Procurement of two mimeograph operators for the Section so that it would not be necessary to use typing personnel for production of ICF cards and other top-priority material. Recruitment requests have been placed for these.

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e. Procurement of a proofreader and two skilled typists. Recruitment requests have been placed for these also.

f. Procurement and setting up of a Multilith press and supplies in FDB, and assignment of a skilled operator, would provide for timely reproduction of Periodical Abstracts by the Branch without dependence upon the CIA Reproduction Division. This would be costly and difficult.

4. Inasmuch as action on (d) and (e) has been initiated and action on (f) would be impractical, it is recommended that the following steps be taken in order to expedite the production of FDB Periodical Abstracts:

a. Request that Para 2 of Memorandum to the Asst Directors and to the Chief, ICAPS, dated 17 April 1947, subject Functions of the Documents Branch, Office of Operations, be amended to read "The Foreign Documents Branch, Office of Operations, is authorized to expand its operations within its functional responsibilities and current personnel authorizations to include the abstracting of current foreign periodicals, exclusive of the daily press." Remainder of paragraph to be deleted.

b. Request authorization for FDB handling of Periodical Abstracts on a priority basis.

c. Request assignment of priority to FDB Periodical Abstracts in CIA Reproduction Division.

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